

Summer, fall and spring internships are available in my Cerritos and Washington, D.C. offices. I am offering Congressional Internships to students who are interested in learning first-hand about the operation of a congressional office. An internship in my office has proven to be a remarkable experience for students in the past and those who work in my office now. I encourage you to explore your interests in government and public service in this way.

Deadlines for applications

Summer Session: May 8

Fall Session: July 31

Spring Session: November 28

CONGRESSIONAL INTERNSHIP PROGRAM

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INTERNSHIP DESCRIPTION:

Course credit is available on a case-by-case basis. Students can intern full-time or part-time.

One stipend-paid position and several unpaid positions available!

Students must intern a minimum of 10 hours per week during regular office hours.

Learn about working in a government office and develop skills in:

- Casework and Social Services

- Communications
- Scheduling
- Office Management
- Grants and Research

Responsibilities include:

- Office tasks, including answering phones and sorting mail
- Assisting constituents
- Accomplishing various research, writing and data entry projects
- Attending events with the Congresswoman and staff
- Attending staff meetings

Day-to-day office tasks are quite varied and “no two days are the same.” [Click here to read testimonies from former interns.](#)

[Click here for Application information](#) including deadlines, interview dates and required application materials.

FOR WASHINGTON OFFICE INTERNSHIPS

- Internships are available only for college students and graduates
- Flexible with class schedule

For further information about the Washington, DC internship program, please email lindasanchez.internship@mail.house.gov

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MINIMUM REQUIREMENTS:

- 3.0 unweighted GPA
- Priority is given to applicants who live, work, or go to school in the 39th Congressional District.
- Open to high school and college students
- 10 hours per week minimum for high school students - All interns must attend a mandatory training session on the Saturday before the program begins. If you are not available on that date ([click here for Important Dates to Remember](#)), you are highly discouraged from applying until the following internship cycle.

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DESIRED SKILLS (PREFERRED BUT NOT REQUIRED):

- Interpersonal communication skills
- A mature and responsible attitude
- Ability to multi-task, prioritize
- Foreign language skills
- Strong writing and speaking skills
- Familiarity with Microsoft Word, Microsoft Excel, Outlook, Adobe Photoshop, and PageMaker

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INTERNS IN THEIR OWN WORDS:

“What I liked most about the internship was the firsthand experience of how federal politics affect people locally, something often overlooked in textbooks.” *Jubel Becerra, Summer 2008 (California State Long Beach graduate student)*

“I heard how interns do all the dirty work such as getting coffee, however this internship was the total opposite. The internship provided hands on training such as casework, grant research, and field representation, just to name a few examples.” *Rudy Lobos, Summer 2005 (Cal State Fullerton graduate, Whittier resident)*

“Interning for the Congresswoman in both her District and DC office was one of the most rewarding experiences. As a junior in high school, I was assigned challenging and engaging projects to research and develop, which ultimately taught me the importance of a strong work ethic. I strongly recommend this internship to give you a very proactive and hands-on experience of the essential work of passionate people, like Congresswoman Sanchez and her team.” *Jeniffer Kim, Spring 2007 (Cerritos High School graduate and American University undergraduate)*

“As a congressional intern, you learn how to work together in a group as well as independently in a professional environment. You are expected to be self motivated and finish the task at hand. The most rewarding experience during the internship was working hand in hand with staff and helping constituents. Interacting with people on a day-to-day basis outside of a classroom significantly improved my interpersonal skills. The internship is truly a rewarding experience.” *Tanya Shirazi, Summer 2007 (Lynwood High School graduate and UCLA undergraduate)*

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APPLICATION INFORMATION:

To apply for the Congressional Internship Program, you must provide three/four documents.

1. Online Application - [Download Application](#)
2. Cover Letter
3. Resume
4. Financial Hardship Statement—If you are applying for the paid position in the district office, you must provide a one-page explanation of your financial hardship and why you feel your personal circumstances merit the paid stipend. This document is only required for the paid position.

APPLICATION INSTRUCTIONS:

Your one-page cover letter must address the following questions:

- Why are you applying to intern in Congresswoman Sánchez' office?
- What is your personal connection to the 39th Congressional District of California?
- What special skills or experiences do you possess that you feel would benefit the office of Congresswoman Sanchez?
- What do you hope to gain from interning with Congresswoman Sanchez' office?

If you have questions about writing a cover letter and/or résumé, please contact your school's career counselor.

Final candidates will be contacted to arrange an in-person interview with the office's two Intern Coordinators. Each interview lasts approximately 20 minutes and occurs in the Congresswoman's District Office in Cerritos. Interviews are scheduled at a mutually convenient time for final candidates and Intern Coordinators.

If you have any questions regarding internships, please email lindasanchez.internship@mail.house.gov

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